

**Summary
of the
COVID-19 Response and Office Reintegration Plan (the “Plan”)**

This document provides a brief summary of the key aspects of the State Road and Tollway Authority’s (“Authority”) Plan. The full Plan can be found online at <https://srta.sharepoint.com/Shared%20Documents/SRTA%20COVID-19%20Response%20and%20Office%20Reintegration%20Plan%207.0%20%28Revised%2001.12.22%29.pdf>.

I. Workplace Protective Measures

A. Measures implemented at Authority Workplaces Unless Otherwise Noted

1. If you develop a fever or symptoms of respiratory illness, **DO NOT GO TO WORK, STAY HOME and call your supervisor.**
2. Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the workplace.
3. Staff are **REQUIRED** to wear protective face coverings in transit (i.e., when walking) through the workspaces of the Authority regardless of vaccination status; SRTA will provide face coverings to staff upon request.
4. If two or more staff members work within 6 feet of one another and those staff members are comfortable continuing to work in their workspace without a mask, then these staff members may remain in their originally-assigned workspace without wearing a mask. If staff is unable to agree on whether to wear a mask, then the Human Resources Director will work with these staff members to find a solution which may include hoteling space or revisiting telework schedules.
5. Face coverings should meet CDC Guidelines and comply with SRTA dress code policy.
6. Limit the use of coworkers’ equipment. If equipment is shared, use Authority-provided wipes to clean equipment.

B. Location-specific Measures

i. Peachtree Center (Floors 21-23)

1. All visitors will be required to sign in at the 22nd Floor Reception Area.
2. The Zen Room shall not be used until further notice.

ii. Retail/Walk-Up Centers

1. Customer Service Representatives working in the Retail/Walk-Up Centers are required to wear Personal Protective Equipment (PPE).
2. There are see-through physical barriers/sneeze guards between staff and customers.
3. No cash-based transactions at DDS locations.

iii. Toll Operations Center. If the measures below differ from those in I.A, the measures below shall govern:

1. No more than 2 persons at a time in a Pod
2. Breakrooms: Seating shall be reconfigured to accommodate social distancing. Staff should wash their hands after using appliances/touching surfaces.
3. TOC Operators and Supervisors shall continue to operate under their current TOC specific remote work schedule until further notice, which will differ from the general approaches set forth the Plan.

iv. Xpress Operations Facilities.

Staff working/visiting the South Ops, North Ops or Cobb Xpress Operations facilities shall follow the guidelines and requirements implemented at each such facility.

II. Staff Visiting Third Party Sites/Authority Visitors

A. Staff Entering Third Party Sites

Follow the protocols of such location unless intrusive methods of contact tracing such as electronic tracking or the collection of biometric information is required. Staff should seek information in advance about third party sites.

B. Visitors to Authority Work Locations (except Customers at Retail and Walk-Up Locations)

1. All visitors should be pre-registered using SRTA's visitor management solution, BreezN. Visitors will be screened in advance or at time of arrival via BreezN. A visitor answering "yes" to any screening question will be denied access.
2. Package and courier delivery personnel will not be screened but not be allowed past the entryway. Handling and receiving of deliveries/packages shall be according to the Contact and Cleaning Protocols.

III. Workplace Cleaning and Disinfecting¹

1. The Authority has implemented a Contact and Cleaning Protocol which details additional cleaning and disinfecting protocols for high touch surfaces and high traffic common areas, including frequency of those cleanings. Products used will include using EPA-recommended products.
2. In addition to nightly cleanings, the building has implemented additional cleaning protocols.
3. Alcohol-based wipes are available for staff to clean their workspaces and equipment.
4. Hand sanitizers are available at locations throughout the office.
5. Jobsite trailers and breakroom areas will be cleaned at least once per day.
6. Vehicles and shared equipment and tools should be wiped down before and after use by any new user.

IV. Pandemic Alternative Work Schedule Changes

1. All Authority positions shall be classified into one of three status categories:
 - Work from Home Based (WFH): This group will telework and will report to the office as directed by their management and as needed to fulfill their responsibilities regardless of any predetermined schedule.
 - Office-Based (O-B): All O-B staff shall report to work at their designated Authority facility. O-B positions are generally considered ineligible for telework.
 - Hybrid (H): This group shall regularly report to the office at least three days per week on days predetermined by their management; and, shall report to the office as directed by their management and as needed to fulfill their responsibilities regardless of any predetermined schedule. (Note: core in-office business days of the Authority are Tuesday, Wednesday, Thursday)
 - Effective Date for Leadership Team: July 6, 2021
 - Effective Date for all other Hybrid Staff: To Be Determined (Note: all other Hybrid staff should be reporting to the office at least one day per week)

V. Risk of Exposure Categorization and PPE Issuance

1. Workers are categorized according to their risk of exposure at work. The Authority shall provide PPE to those who fall in the Medium or higher category designations. Generally, office positions fall into the Low category designation. See the Plan online at <https://srta.sharepoint.com/Shared%20Documents/SRTA%20COVID-19%20Response%20and%20Office%20Reintegration%20Plan%207.0%20%28Revised%2001.12.22%29.pdf> for further details concerning categorization and which positions will be provided certain types of PPE, including the type & frequency of PPE.
2. The Authority shall make face coverings available to staff who must attend in-person meetings in the Authority's workplace. Managers will coordinate with HR on getting the needed PPE for their staff.

V. Workplace Exposure Situations

A. Symptomatic Staff Member with Confirmed or Suspected COVID-19

1. A worker testing positive for or suspects he/she may have COVID-19, must alert the supervisor and isolate for 5 days from the onset of symptoms. WFH and Hybrid Staff who are able to work remotely, may do so with approval from their supervisor, during the period of illness.

¹ OSHA advises that if a staff member tested positive for COVID-19, this alone does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this advisement, the Authority will clean those areas of the workplace that a confirmed-positive individual may have touched, and it will do so before staff can access that workspace again.

2. The staff member can return to work after:
 - (1) At least 24 consecutive hours have passed since Recovery (no fever without the use of fever-reducing medications) AND satisfactory improvement of other respiratory symptoms without the use of other symptom-altering medications (cough suppressants);
 - (2) At least 5 days have passed since symptoms first appeared; AND
 - (3) Receiving written clearance from HR approving return to work.
3. After ending isolation, staff should continue to wear a mask for 5 days when around others.
4. Staff members may be required to obtain a doctor's note clearing them to return to work or may be required to provide evidence of a negative COVID-19 test result as part of the Authority's clearance process.

B. Asymptomatic Worker with Confirmed COVID-19

1. A worker testing positive but has no symptoms must alert his/her supervisor and isolate for 5 days from the date of the COVID-19 test. WFH and Hybrid Staff who are able to work remotely, may do so with approval from their supervisor, during this period.
2. If the staff member remains asymptomatic, then he/she can return to work after:
 - (1) At least 5 days have passed since the positive COVID-19 lab test;
 - (2) The staff member remained asymptomatic throughout the entire 5-day period; AND
 - (3) Receiving written clearance from HR approving return to work.
3. After ending isolation, staff should continue to wear a mask for 5 days when around others.
4. Staff members may be required to obtain a doctor's note clearing them to return to work or may be required to provide evidence of a negative COVID-19 test result as part of the Authority's clearance process.

C. Worker Has Close Contact with Someone who tested positive for COVID-19

1. The worker must alert their manager or supervisor of the close contact.
 - a. Staff that are unvaccinated, or became fully vaccinated more than 6 months ago (Moderna or Pfizer vaccine) or within the last 2 months (J&J vaccine) and have not received a booster:
 - i. Must quarantine for 5 days and after that should continue to wear a mask around others for an additional 5 days.
 - ii. Obtain a diagnostic test (PCR or antigen) on day 5, if possible.
 - b. Staff that have received a booster, or have become fully vaccinated within the last 6 months (Moderna or Pfizer vaccine) or within the last 2 months (J&J vaccine):
 - i. Should wear a mask around others for 10 days.
 - ii. Obtain a diagnostic test (PCR or antigen) on day 5, if possible.
2. WFH and Hybrid Staff needing to self-quarantine who are able to work remotely, may do so with approval from their supervisor, during the quarantine period.
3. If a staff member develops symptoms after coming in close contact with an individual who tested positive for COVID-19, such staff member will be evaluated under the protocol set forth in Section V.A. above.

D. Authority Response & Notification of Workers Testing Positive

1. If a worker tests positive, the Authority will determine and notify those who may have had close contact with the individual. These individuals will be evaluated under the protocol set forth in Section C. above. 2. The confidentiality of medical conditions will be maintained in accordance with applicable law. The Authority reserves the right to inform other workers that an unnamed co-worker has been diagnosed with COVID-19 if the other staff members might have been exposed to the disease so that they may take necessary measures.

All staff must follow the requirements of the Plan, unless granted a waiver or accommodation from HR. Failure to follow these requirements may result in disciplinary action, up to and including dismissal.